बाह्ययंत्रणेकडून कामे करून घेण्यासाठी सेवापुरवठादार संस्थेचे / एजन्सींचे पॅनल नियुक्ती करण्यासाठी शासन मान्यता देणेबाबत

महाराष्ट्र शासन
उद्योग, ऊर्जा व कामगार विभाग
शासन निर्णय क्रमांक : काआआ-२०१३/प्र.क्र.२३३/कामगार -८
मादाम कामा रोड, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई-४०० ०३२.
दिनांक: १४ मार्च, २०२३.

<u>वाचा</u>:-

१) या विभागाचा समक्रमांकाचा शासन निर्णय दिनांक १८.६.२०१४

२) या विभागाचे समक्रमांकाचे पत्र दिनांक ११.९.२०१७

३) या विभागाचा समक्रमांकाचा शासन निर्णय दिनांक १८.१.२०२३

४) वित्त विभाग शासन निर्णय दिनांक २७.४.२०२२

<u>प्रस्तावना</u>-

प्रशासनावरील खर्च आटोक्यात ठेवून विकासाच्या कामासाठी पुरेसा निधी उपलब्ध होण्याचे दृष्टीने शक्य असेल तिथे बाह्ययंत्रणेमार्फत कामे करून घेण्याचे शासनाचे धोरण आहे. त्यामुळे वित्त विभागाच्या मान्यतेने या विभागाच्या दिनांक १८.६.२०१४ रोजीच्या शासन निर्णयान्वये मे. ब्रिस्क फॅसिलिटिज प्रा.लि. व क्रिस्टल इंटिग्रेटेड सर्व्हिसेस प्रा. लि. या दोन निविदाकाराच्या पॅनलला तीन वर्षाच्या कालावधीसाठी मंजुरी देण्यात आली आहे. तसेच सदर शासन निर्णयान्वये गठीत करण्यात आलेल्या पॅनलवरील एजन्सींची सेवा शासनाच्या अन्य विभागास घेण्यास मुभा देण्यात आली होती.

२. सदर पॅनलची तीन वर्षाची मुदत दिनांक १७.६.२०१७ रोजी संपुष्टात आल्यामुळे या विभागाच्या दिनांक ११.९.२०१७ रोजीच्या पत्राने सदर पॅनलला तीन महिन्याची किंवा निविदा प्रक्रियेद्वारे नवीन यंत्रणेची निवड होईपर्यंत मुदतवाढ देण्यात आली आहे. दरम्यान मुदतवाढ देऊन प्रदीर्घ कालावधी झाल्यामुळे या विभागाच्या दिनांक १८.१.२०२३ रोजीच्या शासन निर्णय सदर पॅनलला देण्यात आलेली मुदतवाढ संपुष्टात आणण्यात आली आहे. तसेच बाह्ययंत्रणेकडून मनुष्यबळ उपलब्ध करून घेण्यासाठी या सेवा पुरवठादार पॅनलचा वापर करता येणार नाही, याबाबत सर्व प्रशासकीय विभागांना अवगत करण्यात आले.

३. दरम्यान बाह्ययंत्रणेमार्फत मनुष्यबळ उपलब्ध करून घेण्यासाठी सेवा पुरवठादार एजन्सीचे नवीन पॅनल नियुक्त करण्यासाठी दिनांक १.९.२०१९ च्या आदेशाने कामगार आयुक्त यांच्या अध्यक्षतेखाली निविदा समिती गठीत करण्यात आली. निविदा समितीने दिनांक २.९.२०२१ ते दिनांक २७.४.२०२२ या कालावधीत निविदा प्रक्रिया राबविली. या निविदेमध्ये १) अति कुशल २) कुशल ३) अर्धकुशल आणि ४) अकुशल या ४ प्रकारच्या मनुष्यबळाचा समावेश करण्यात आला.

सदर निविदा प्रक्रियेमध्ये एकूण २६ निविदाकारांनी भाग घेतला होता. त्यापैकी निविदा समितीने खालील १० निविदाकारांना पात्र ठरविले असून सदर निविदाकाराची नवीन पॅनलला मंजुरी देण्याचा प्रस्ताव दिनांक १७.५.२०२२ रोजी शासनास सादर केला आहे. सदर प्रस्ताव वित्त विभागाच्या मान्यतेसाठी सादर केला असता, वित्त विभागाने सदर प्रकरणी सक्षम प्राधिकारी म्हणून मंत्रिमंडळाची मान्यता घेणे आवश्यक आहे, असे अभिप्राय दिले आहे. त्यानुसार सदर प्रस्ताव मंत्रिमंडळाच्या दिनांक ८ मार्च, २०२३ रोजीच्या बैठकीसमोर ठेवून त्यास मान्यता घेण्यात आली आहे. मंत्रीमंडळाने दिलेल्या मान्यतेप्रमाणे राज्यामध्ये बाह्ययंत्रणेमार्फत मनुष्यबळ पुरवठा करण्यासाठी एजन्सींचे /संस्थांचे पॅनल तयार करणे तसेच त्यानुषंगाने अनुषंगिक बाबींना मान्यता देण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय-

कामगार विभागाने निविदा समितीमार्फत राबविलेल्या निविदा प्रक्रियेनुसार पात्र ठरविलेल्या पुरवठादारांपैकी मंत्रीमंडळाने मान्यता दिलेल्या खालील तक्यातील स्तंभ क्र.२ मध्ये नमुद ९ (नऊ) पुरवठादारांच्या पॅनलला स्तंभ क्र.३ येथील मनुष्यबळाच्या वर्गवारीनुसार व खालील परिच्छेद-२ मधील अटी व शर्तीच्या अधीन राहून राज्यामध्ये बाह्ययंत्रणेमार्फत मनुष्यबळ पुरवठा करण्यासाठी शासनाची मान्यता देण्यात येत आहे.

अनु.क्र.	निविदाकाराचे नाव	मनुष्यबळाची वर्गवारी
1	2	3
१	ॲक्सेंट टेक सर्व्हिसेस लि. (Aksentt Tech Services Limited)	१. अतिकुशल, २. कुशल, ३. अर्धकुशल व ४. अकुशल
२	सी.एम.एस. आयटी सर्व्हिसेस प्रा.लि. CMS IT Services Pvt. Ltd. Consortium Member: AJ Trading Co.	कुशल
३	सी.एस.सी. ई-गव्हर्नन्स सर्व्हिसेस इंडिया लि. (CSC e-Governance Services India Limited)	१. कुशल, २. अर्धकुशल व ३. अकुशल
४	इनोवेव आयटी इन्फ्रास्ट्रक्चर लि. (Innowave IT Infrastructure Limited)	१. अतिकुशल, २. कुशल, ३. अर्धकुशल व ४. अकुशल
५	क्रिस्टल इंटग्रेटेड सर्व्हीसेस प्रा.लि. (Krystal Integrated Services Pvt. Ltd.)	१. कुशल, २. अर्धकुशल व ३. अकुशल

६	एस-२ इन्फोटेक इंटरनॅशनल लि. (S२ Infotech International Limited)	१. अतिकुशल, २. कुशल, ३. अर्धकुशल व ४. अकुशल
७	सैनिक इंटेलिजन्स सिक्युरिटी प्रा.लि. (Sainik Intelligence Security Private Limited Consortium Member: Sutishka India Security Pvt. Ltd.)	१. कुशल, २. अर्धकुशल व ३. अकुशल
८	सिंग इंटेलिजन्स सिक्युरिटी सर्व्हीसेस प्रा.लि. (Singh Intelligence Security Pvt. Ltd. Consortium Member: Wellconnect Facilities Pvt. Ltd.)	१. कुशल, २. अर्धकुशल व ३. अकुशल
९	उर्मिला इंटरनॅशनल सर्व्हीसेस प्रा.लि. (Urmila International Services Pvt. Ltd. Consortium Member: Success-९ Facilities Services Private Limited.)	१. कुशल, २. अर्धकुशल व ३. अकुशल

२. उपरोक्त पॅनलवरील एजन्सींजना देण्यात आलेली मान्यता ही खालील अटी व शर्तींच्या अधीन राहून देण्यात आली आहे.

(१) सदर पॅनलचा कालावधी शासन निर्णय निर्गमित झालेल्या दिनांकापासून ५ वर्ष इतका राहील.

(२) सदर पॅनलवरील सेवापुरवठादारांच्या सेवा घेणे राज्य शासनाचे शासकीय विभाग / निमशासकीय विभाग / स्थानिक स्वराज्य संस्था / महामंडळे / सार्वजनिक क्षेत्रातील उपक्रम / इतर आस्थापना इ. यांना बंधनकारक राहील. संबंधित विभागाने प्रभारी मंत्री महोदयांच्या मान्यतेने एजन्सीची नियुक्ती करावी.

(३) सेवा पुरवठादाराच्या पॅनल संदर्भात आवश्यक अटी व शर्ती (SOP) कामगार विभागामार्फत तयार करण्यात येतील.

(४) उपरोक्त एजन्सीचे पॅनलचे संपूर्ण व्यवस्थापन करण्यासाठी कामगार आयुक्त यांच्या नियंत्रणाखाली स्वतंत्र कक्ष निर्माण करण्यात येईल.

(५) ज्या निविदाधारकांनी Joint Venture (JV) / Consortium मध्ये निविदा भरल्या आहेत त्या निविदाधारकांनी त्यांच्या SPV (Special Purpose Vehicle) कंपनीचे नाव लवकरात लवकर कामगार आयुक्त यांना कळवावे.

(६) निविदेतील सर्व अटी व शर्तींचे पालन करणे निविदाधारकांवर बंधनकारक राहील.

(७) मनुष्यबळाच्या वर्गवारीनुसार निविदा समितीने निश्चित केलेल्या विविध पदनामांस व त्यांच्या दरास (L-१) मान्यता देण्यात येत असून, यामध्ये प्रती वर्षी ५% दरवाढीबाबत शासन स्तरावर निर्णय घेण्यात येईल.

(८) सदर एजन्सीच्या देयकांमधून १% उपकर असंघटित कामगार मंडळाकडे वर्ग करण्यासाठी व सदर १% उपकरामधून ३ ते ५% रक्कम कामगार विभागाचा प्रशासकीय खर्च म्हणून वापरण्यासाठी मंजूरी देण्यात येत असून या कामासाठी स्वतंत्र बँक खाते निर्माण करण्यात येईल.

(९) केंद्र शासनाच्या Gem Portal च्या धर्तीवर पॅनलवरील एजन्सीने पुरविलेल्या मनुष्यबळाच्या बँक अकाऊंटमध्ये त्यांचे मानधन/ वेतन उपलब्ध करुन देणे संबंधित एजन्सीला बंधनकारक राहील.

(१०) सदर शासन निर्णयासोबत जोडलेल्या SOP मध्ये नमुद बाबींची पुर्तता करणे सेवापुरवठादार एजन्सी व संबंधित विभागास बंधनकारक राहील.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०२३०३१४१६४२३२९११० असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

Digitally signed by DEEPAK UTTAMRAO POKALE
Date: 2023.03.14 17:34:00 +05'30'

(दिपक पोकळे)
उप सचिव, महाराष्ट्र शासन

प्रत:-

१. मा. मंत्री (कामगार) यांचे खाजगी सचिव
२. मा. प्रधान सचिव (कामगार), उद्योग, ऊर्जा व कामगार विभाग, मंत्रालय, मुंबई
३. कामगार आयुक्त, महाराष्ट्र राज्य, मुंबई
४. विकास आयुक्त (असंघटीत कामगार), मुंबई.
५. संचालक, औद्योगिक सुरक्षा व आरोग्य संचालनालय, मुंबई.
६. संचालक, बाष्पके संचालनालय, मुंबई.
७. कल्याण आयुक्त, महाराष्ट्र कामगार कल्याण मंडळ, मुंबई.
८. सर्व मंत्रालयीन विभाग
९. उद्योग, ऊजा व कामगार विभागातील सर्व कार्यासने
१०.पॅनलवरील सर्व सेवापुरवठादार एजन्सींज
११.निवडनस्ती / कामगार ८ संग्रहार्थ

परिशिष्ट- अ

List of Types of Resource with its cost
Highly Skilled Manpower Category

Sr. No.	Type of Resource	Minimum Qualification	Minimum Experience	Man Month Rate (Exclusive of all the applicable Taxes) (in Rs.)
1	Project Officer/ Manager	B. Tech/ B.E in CS, IT, EE. or equivalent, MCA	Min 10 years of experience	1,62,361.00
2	Project Consultant	Graduate with MBA in concerned faculty	Min 10 years of experience in relevant domain	2,05,868.00
3	Project Co-ordinator	Graduate in concerned faculty	Min 5 years of experience	85,500.00
4	Training Manager	Graduate in concerned faculty	Min 5 years of experience	90,000.00
5	Sr. Functional Consultant	Graduate with MBA in concerned faculty	Min 7 years of experience in relevant domain	1,64,839.00
6	Functional Consultant	Graduate with MBA in concerned faculty	Min 4 years of experience in relevant domain	1,37,870.00
7	Senior Engineer	BE Civil / Mechanical / Electrical / Diploma	Min 10 years of experience	1,15,100.00
8	Junior Engineer	BE Civil/ BE Mechanical/ Electrical/Diploma	Min 3 years of experience for Diploma Holder only	95,400.00
9	Various Doots/ Mitra/ field level officer for pilot projects/ Special Projects/ Innovative Projects etc.	Graduate in concerned faculty	Min 5 years of experience	28,800.00
10	Auditor	M. Com	Min 5 years of experience / Article ship under practicing CA	90,000.00
11	Marketing Expert	Graduate	Min 5 years of experience	56,843.00
12	Counselors	Graduate in concerned faculty	Min 5 years of experience	81,225.00
13	Research Associate	Graduate in concerned faculty	Min 1 year of experience	63,000.00
14	Course Coordinator	Graduate in concerned faculty	Min 5 years of experience	64,125.00
15	District Coordinator	Graduate	Min 5 year of experience	64,125.00
16	Law Officer	LLB/LLM	Min 3 years of experience for LLM Degree Holder Min 5 years of experience for LLB	1,23,586.00

Sr. No.	Type of Resource	Minimum Qualification	Minimum Experience	Man Month Rate (Exclusive of all the applicable Taxes) (in Rs.)
			Degree Holder	
17	Teacher	B.Ed / D.Ed / PTC or relevant diploma /degree and TET and TAT qualified	Min 3 years of experience	70,110.00
18	Superintendent	Graduate	Min 5 years of experience	64,125.00
19	Audio Visual Coordinator/ Technician	Graduate	Min 5 year of experience	54,000.00
20	Audio Visual Officer	Graduate	Min 5 years of experience	76,500.00
21	Public Relation Officer	Graduate	Min 3 years of experience	64,125.00
22	IT Database Specialist	B. Tech/ B.E in IT, EE	Min 08 years of experience	1,95,064.00
23	Database Administrator	B. Tech/ B.E in IT, EE or equivalent, with certification like OCA-DBA/OCPDBA/MCDBA OCP-DBA/MCDBA	Min. 04 years of experience	1,21,158.00
24	Desktop Engineer	B. Tech/ B.E in CS/EE, /MCA Additional certificates (preferable)	Min 1 years of experience	43,200.00
25	IT Network Engineer	B. Tech/ B.E in IT, EE, or equivalent, Networks Certifications	Min 02 years of experience	64,125.00
26	Sr. Network Engineer	BCA / B. Sc. Computer / B. Tech / B. E / MCA / MSC Computer or equivalent	Min 4 years of experience	85,500.00
27	IT Network Specialist	B. Tech/ B.E in CS/IT/EE/Networks Certification in Networking	Min 8 years of experience	1,62,000.00
28	IT Project Lead	B. Tech/ B.E in CS, IT,EE. or equivalent, MCA	Min 7 years of experience	1,21,158.00
29	IT Project Manager	B. Tech / B. E / MCA / MSC Computer or equivalent	Min 10 years of experience	1,62,361.00
30	Technical Architect	B. Tech/ B.E in CS/IT/EE/Networks Certification in Networking	Min 10 years of experience	2,05,868.00
31	Business Analyst	B. Tech/ B.E in IT,EE/MCA or equivalent, MBA or equivalent	Min. 06 years of experience	1,30,090.00
32	IT QA Lead	B. Tech/ B.E in IT, EE or equivalent / MCA	Min 6 years of experience	1,21,158.00
33	IT Quality Manager	B. Tech/ B.E in IT, EE or equivalent / MCA	Min 10 years of experience	1,62,361.00
34	IT Security Manager	B. Tech/ B.E in CS/IT/EE/Networks Certification in Security	Min 10 years of experience	1,62,361.00
35	Senior Hardware Engineer	B. Tech/ B.E in IT, EE, or equivalent	Min 06 years of experience	1,15,100.00

Sr. No.	Type of Resource	Minimum Qualification	Minimum Experience	Man Month Rate (Exclusive of all the applicable Taxes) (in Rs.)
36	Hardware Engineer	BCA / B. Sc. Computer / B. Tech / B. E / MCA / MSC Computer or equivalent	Min 3 years of experience	64,125.00
37	Senior Software Developer	B. Tech/ B.E in IT, EE or equivalent / MCA	Min 04 years of experience	1,42,249.00
38	Software Developer	B. Tech/ B.E in IT, EE or equivalent	Min 02 years of experience	1,11,938.00
39	IT Software Tester	. Tech/ B.E in IT, EE or equivalent	Min 3 years of experience	55,155.00
40	IT System Specialist	B. Tech / B. E / MCA / MSC Computer or equivalent	Min 5 years of experience	1,42,192.00
41	IT Coordinator	Graduate /Diploma/ITI	Min 2 years of experience for Graduate Min 3 years of experience for Diploma Min 5 years of experience for ITI	47,025.00
42	IT Officer	Graduate	Min 3 years of experience	40,500.00
43	IT Project Associate	Graduate in concerned faculty	Min 2 years of experience	40,500.00
44	IT Project Coordinator	Graduate in concerned faculty	Min 2 years of experience	38,475.00
45	IT Help Desk Support	Graduate in concerned faculty	Min 1 years of experience	32,490.00
46	IT Help Desk Lead	Graduate in concerned faculty	Min 5 years of experience	58,500.00
47	Training Assistants	Graduate in concerned faculty	Min 2 years of experience	42,750.00
48	Training Coordinators	Graduate in concerned faculty	Min 6 months of experience	34,200.00
49	Technical Assistant	Graduate in concerned faculty / Diploma / ITI	Min 1 years of experience for Graduate Min 2 years of experience for Diploma Min 3 years of experience for ITI	53,010.00
50	Technical Officer	Graduate in concerned faculty	Min 2 years of experience	59,850.00
51	Training Coordinator	Graduate in concerned faculty	Min 2 years of experience	45,000.00
52	Training Manager	Graduate in concerned faculty	Min 5 years of experience	85,500.00
53	Project Consultant	B. Tech / B. E / MCA / MSC Computer or equivalent	Min 10 years of experience in relevant domain	2,18,402.00
54	Sr. Technical Consultant	B. Tech / B. E / MCA / MSC Computer or equivalent	Min 7 years of experience in relevant domain	2,41,250.00

Sr. No.	Type of Resource	Minimum Qualification	Minimum Experience	Man Month Rate (Exclusive of all the applicable Taxes) (in Rs.)
55	Technical Consultant	B. Tech / B. E / MCA / MSC Computer or equivalent	Min 5 years of experience in relevant domain	1,95,784.00
56	Assistant Technical Consultant	BCA / B. Sc. Computer / B. Tech / B. E / MCA / MSC Computer or equivalent	Min 2 years of experience in relevant domain	1,30,090.00
57	System Support Engineer	BCA / B. Sc. Computer / B. Tech / B. E / MCA / MSC Computer or equivalent	Min 2 years of experience	40,500.00
58	District Project Manager	B. Tech / B. E / MCA / MSC Computer or equivalent	Min 7 years of experience	90,000.00
59	Data Entry Operator	Graduate with MSCIT Course	Min. 1 year of experience	27,900.00
60	Graphic Designer	Degree, Diploma or certificate course in graphic designing, Video Editing	Min 05 years of experience	1,12,860.00
61	AutoCAD Designer	Graduate/Diploma/ITI	Min 1 years of experience for Graduate Min 2 years of experience for Diploma Min 3 years of experience for ITI	44,539.00
62	Content Writer	Degree in Mass Communication, Journalism, English B.Com, Engineering, Social Sciences, Planning And Architecture	Min 03 years of experience	68,400.00
63	Social Media Expert	Graduate	Min 04 years of experience	1,27,008.00
64	Software Support Engineer	B. Tech/ B.E in IT, EE, MCA or equivalent	Min 2 years of experience	63,000.00
65	District Project Lead	B. Tech/ B.E in CS/IT, EE, or equivalent/MCA	Min 06 years of experience	76,734.00
66	Sr. Project Manager (Technical)	B. Tech / B. E / MCA / MSC Computer or equivalent	Min. 15 years of experience	2,92,500.00
67	Project Director	B. Tech / B. E / MCA / MSC Computer/ MSW or equivalent	Min. 20 years of experience	3,78,458.00
68	Surveyor	Graduate / Diploma / ITI with valid surveyor certificate	Min 1 years of experience for Graduate Min 2 years of experience for Diploma Min 3 years of experience for ITI	31,500.00
69	Junior Engineer- Civil	BE / Diploma in Civil	Min 1 years of experience Min 3 years of experience for Diploma Holders	67,500.00
70	Junior Engineer- Electrical	BE / Diploma in Electrical	Min 1 years of experience Min 3 years of experience for Diploma Holders	67,500.00

Sr. No.	Type of Resource	Minimum Qualification	Minimum Experience	Man Month Rate (Exclusive of all the applicable Taxes) (in Rs.)
71	Junior Engineer- Mechanical	BE / Diploma /ITI in Mechanical	Min 1 years of experience Min 3 years of experience for Diploma Holders Min 5 years of experience for ITI Holders	67,500.00
72	Sr. Engineer Civil	BE / Diploma /ITI in Civil	Min 3 years of experience Min 5 years of experience for Diploma Holders Min 7 years of experience for ITI Holders	1,17,000.00
73	Sr. Engineer- Electrical	BE / Diploma /ITI in Electrical	Min 3 years of experience Min 5 years of experience for Diploma Holders Min 7 years of experience for ITI Holders	1,12,500.00
74	Sr. Engineer- Mechanical	BE / Diploma /ITI in Electrical	Min 3 years of experience Min 5 years of experience for Diploma Holders Min 7 years of experience for ITI Holders	1,12,500.00

Skilled Manpower Category

Sr. No.	Type of Resource	Minimum Qualification	Minimum Experience	Man Month Rate (Exclusive of all the applicable Taxes) (in Rs.)
1	Assistant Estate Manager	Graduate	min 3 years of experience	62,900.00
2	Assistant Law Officer	LLB	min 2 years of experience	73,000.00
3	Assistant Librarian	Graduate in concerned faculty	min 1 year of experience	47,800.00
4	Associate Public Relation Officer	Graduate (preferably Mass Media qualification)	min 3 years of experience	73,000.00
5	Assistant Public Relation Officer	Graduate (preferably Mass Media qualification)	min 2 years of experience	68,100.00
6	Assistant Teacher	B.Ed / D.Ed / PTC or relevant diploma /degree and TET and TAT qualified	min 2 years of experience	41,800.00
7	Account Officer	B. Com	Min 5 years of experience	73,000.00
8	Assistant Auditor	B. Com	min 3 years of experience	62,900.00
9	Bank Coordinator	Graduate	min 1 year of experience	41,800.00
10	Course Assistant	Graduate in concerned faculty	min 1 year of experience	41,800.00
11	Deputy Accountant	B.Com	Min 3 years of experience	62,900.00
12	Deputy Auditor	M Com / B. Com	min 2 years of experience for M COM degree holders min 3 years of experience for B COM degree holders	57,800.00
13	Draftsman	ITI / Diploma	min 2 years of experience	47,800.00
14	Estate Manager	Graduate	min 5 years of experience	90,200.00
15	Establishment Assistant	Graduate	min 2 years of experience	41,800.00
16	Establishment Officer	Graduate	min 3 years of experience	68,100.00
17	Head Clerk	Graduate	min 4 years of experience	57,800.00
18	Hostel Manager	Graduate	min 3 years of experience	57,800.00
19	HR Admin Officer	MBA in HR or equivalent qualification	min 6 years of experience	68,100.00

Sr. No.	Type of Resource	Minimum Qualification	Minimum Experience	Man Month Rate (Exclusive of all the applicable Taxes) (in Rs.)
20	Junior Accountant	B.Com	min 1 years of experience	57,800.00
21	Junior Auditor	B.Com	min 2 years of experience	57,800.00
22	Junior Clerk	Graduate with MSCIT and typing (Marathi/English)	min 2 years of experience	32,800.00
23	Junior Project Officer	Graduate	min 2 years of experience	66,100.00
24	Lab Technician	DMLT	min 2 years of experience	41,800.00
25	Asst. Law Coordinator	LLB	min 2 years of experience	68,100.00
26	Librarian	Graduate in concerned faculty	min 5 years of experience	47,800.00
27	Librarian Attendant	Graduate	min 3 years of experience	27,500.00
28	Office Assistant	Graduate	min 1 year of experience	40,400.00
29	Taluka Coordinator	Graduate	min 2 years of experience	35,700.00
30	Executive Assistant to Officer	Graduate	min 3 years of experience	43,600.00
31	Personal Assistant	Graduate with MSCIT and typing (Marathi/English)	min 2 years of experience	33,900.00
32	Record Keeper	B. Com	min 2 years of experience	41,800.00
33	Research Assistant	Graduate	min 2 years of experience	62,900.00
34	Samtadoot	Graduate	min 1 year of experience	33,900.00
35	Senior Accountant	B.Com	min 5 years of experience	57,800.00
36	Senior Clerk	Graduate	min 5 years of experience	41,800.00
37	Statistical Assistant	B.Com	min 3 years of experience	47,800.00
38	Stenotypist	Graduate with MSCIT and shorthand certificate (80wpm)	min 2 years of experience	41,800.00
39	Stenographer	Graduate with MSCIT and shorthand certificate (80wpm)	min 3 years of experience	73,000.00
40	Plant Operator	B. E. / Diploma	min 2 years of experience for Degree holder and min 5 years' experience for Diploma holder	41,800.00

Sr. No.	Type of Resource	Minimum Qualification	Minimum Experience	Man Month Rate (Exclusive of all the applicable Taxes) (in Rs.)
41	Store keeper	Graduate	min 2 years of experience	35,700.00
42	Store Manager	Graduate	min 5 years of experience	47,800.00
43	Telephone Operator	Graduate with relevant course / certification	min 2 years of experience	35,700.00
44	Driver	HSC / Graduate with relevant and valid vehicle driving license	min 2 years of experience	32,800.00
45	Supervisor	Graduate	min 5 years of experience	25,400.00
46	Traffic Warden	HSC / Graduate	Graduate to have min. 2 years of experience And no experience required if Ex-Servicemen	47,800.00

Semi-Skilled Manpower Category

Sr. No.	Type of Resource	Minimum Qualification	Minimum Experience	Man Month Rate (Exclusive of all the applicable Taxes) (in Rs.)
1	Caretaker(Female)	12th Pass	min 2 years of experience	25,000.00
2	Caretaker(Male)	12th Pass	min 2 years of experience	25,000.00
3	Carpenter	12th Pass	min 2 years of experience	32,800.00
4	Gardener	12th Pass	min 2 years of experience	25,000.00
5	HouseKeeping Assistant	12th Pass	min 2 years of experience	32,800.00
6	Lift Operator (Liftman)	12th Pass	min 2 years of experience	27,500.00
7	Senior Gardener (Head Mali)	12th pass	min 2 years of experience	25,000.00
8	Store Assistant	12th Pass	min 2 years of experience	32,800.00

Unskilled Manpower Category

Sr. No.	Type of Resource	Minimum Qualification	Minimum Experience	Man Month Rate (Exclusive of all the applicable Taxes) (in Rs.)
1	Attendant	Not Applicable	min 1 years of experience	25,000.00
2	Cleaner	Not Applicable	min 2 years of experience	25,000.00
3	Dresser/ Dressing Mazdoor	Not Applicable	min 2 years of experience	29,800.00
4	Laborer (Majur)	Not Applicable	min 2 years of experience	25,400.00
5	Mazdoor	Not Applicable	min 2 years of experience	25,000.00
6	Messenger	Not Applicable	min 2 years of experience	25,000.00
7	Helper	Not Applicable	min 2 years of experience	25,000.00
8	Trammer (Gadiwala)	Not Applicable	min 2 years of experience	25,000.00
9	Sweeper	Not Applicable	min 1 year of experience	25,000.00
10	Peon	12th Pass	min 1 years of experience	25,000.00

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Standard Operating Procedure

The Department (Labour Commoissionerate) would follow an Open and Transparent procedure for allocation of work to the Empanelled Agencies. The Department shall develop an Online Portal (Human Resource Monitoring System - HRMS) for effective Administrative / Financial Monitoring of all the important processes involved in deployment of Manpower for all the Type of Resources under all Four Categories under the Scope of this Tender.

Standard Operating Procedure (SOP) to be adopted by the concerned Stakeholders (User Department/ Labour Department/ Department and Empanelled Agencies), is as below:

1. Registration of User Department & Empanelled Agencies:

i. The User Department who wants to take up services of the Third Party Outsourced Manpower, on a Fixed Term basis, shall mandatorily do a registration on the HRMS Portal, developed for this purpose by the Department.

Registration process will capture all the relevant details such as Name of the User Dept., Type of User Department, Office Address, Contact Details, Name and Designation of HOD/ Concerned Officials, Purpose of Registration, etc. and a profile of the User Department will be created. A System Generated Unique ID shall be created for User Department for further processing.

ii. Similarly, The Empanelled Agencies shall also register themselves on the HRMS Portal. A unique id shall be generated for each Empanelled agency for further processing.

2. Online Service Request for obtaining the Manpower Services:

i. Once registered, the User Department can place an Online Service Request for seeking the Manpower Services through HRMS Portal. This online request will capture important details such as Category of Manpower needed, Job Roles along with required Quantity, Tentative Duration of Deployment of each job role, Expected Date of Deployment, Consent to Acceptance to Terms and Conditions, etc. There will be a provision for uploading the relevant documents along with this Online Service Request.

3. Issuance of Work Order to Empanelled Agency:

i. The Online Service Request submitted by the User Department will be scrutinized by the Department and will be either approved/ rejected within 5 working days from the date of receipt of this request.

ii. In case of approval, Allocation of Work to the Empanelled Agency can be carried out using following methods.

a. In case, User Department clearly and specifically states in writing, the name of a particular Empanelled Agency which they wish to on board for their manpower requirement, said work of User Department may be awarded to that Empanelled Agency.

b. In other cases, allocation of work to the respective Empanelled Agency shall be done by the Department through open Roaster System inbuilt into the HRMS Portal so that equal opportunity is given to all other agencies, considering their pool of manpower and financial capability. This work allocation will be done with an equitable work distribution approach, based on various factors such as Location of Deployment, Billing Clocked by the Empanelled Agency till previous month, Volume of Work (Manpower Resources Supplied) and so on.

iii. Accordingly, the User Department will be intimated about the selection of Empanelled Agency so that User Department can generate Work Order using HRMS Portal and issue the same to the selected Empanelled Agency.

User department shall digitally sign the Work Order. Empanelled Agency shall provide consent / acceptance to Work Order within 3 Working Days from receipt of the Work Order. The User department shall sign an Agreement with the Empanelled agency once the consent/ acceptance to Work Order has been received from the Empanelled Agency. This signed agreement shall have to be uploaded on HRMS portal by the User Department.

iv. In case of rejection of the Online Service Request, the User Department will be intimated about the same with appropriate reasons for rejection.

v. User Department and Empaneled Agency shall execute bi-partite agreement on award of Work Order. Model agreement to be executed between User Department and Empaneled Agency shall be uploaded on HRMS portal by the department.

vi. Under no circumstances, the User Department shall issue any work order to the Empanelled Agency outside HRMS Portal. Further, under no circumstances the Empanelled Agency should accept any such work order issued outside of HRMS Portal, failing which, the Department shall be free to terminate all the existing contracts and work orders allotted to the Empanelled Agency and terminate the empanelment of the Empanelled Agency with immediate effect.

4. Renewal Requests:

Similarly, for those User Departments who wish to renew the services that they have already sought, shall be able to do so using the Online Renewal Request mechanism on the portal, at least 1 month before the date of expiry of contract. In case of renewals, the User Department will have a choice to place an online request for a change in the currently deployed Empanelled Agency or continue with the same Empanelled Agency.

5. Deployment of Manpower:

i. It will be the responsibility of Empanelled Agency that prior to the deployment; it shall undertake all required verification of the resources and the manpower (their employees to be deployed on project) provided by the Empanelled Agency shall work as per User Department's working conditions for fixed term employment only.

ii. User Department shall examine the qualification, experience etc. of the personnel provided before/during they are put on area positions. User Department has every right to reject the personnel, if the same is not acceptable, before or after commencement of the work order by providing the reasonable justification for the rejection.

iii. The resources employed & deployed by the Empanelled Agency should have requisite qualifications and experienced with specialization in identified required work. These resources shall perform their duties in accordance with the instructions given by the officers of the User department from time to time. Agency shall conduct skill development training programs, preferably in Government Training Centers at the cost of agency, for the resources being deployed on regular basis as required and charges shall be borne by agency from their administrative fees / charges. If manpower has been trained on respective skill from government institution / organizations in two years before time of deployment, then respective manpower will be exempted from taking same training again for the particular skill.

iv. If the User Department so recommends, a deployed resource must be replaced by the Empanelled Agency within a period of 10 working days.

v. The Empanelled Agency shall ensure that, at no time there be more than 10% of the provided manpower on leave or absent from the duty.

vi. In case of continuous leave of 5 working days, the Empanelled agency shall ensure temporary replacements of resources without any additional liabilities to User department.

vii. Empanelled Agency needs to inform User Department, 1(one) month in advance [Work Order end date or 1 month, whichever is lesser] before the deployed manpower will leave any ongoing assignment (under any circumstances). Failing this will lead to penalty of amount equal to one-month manpower's Work Order value.

6. Payment:

The User Department shall make payment to the Empanelled agency as follows:

i. Empanelled Agency shall submit their invoice to User Department within 3 working days for subsequent month using HRMS portal.

ii. The User Department shall make payment to the Empanelled Agency using payment gateway available on the HRMS Portal within 7 Working Days from the Date of Submission of invoice by the Empanelled Agency to the User Department. No payment shall be made directly to the Empanelled Agency, without using the HRMS Portal, under any circumstances, failing which, the

Department shall be free to terminate all the existing contracts and work orders allotted to the Empanelled Agency and terminate the empanelment of the Empanelled Agency

iii. Agency shall be responsible for monthly payment of staff irrespective of payment received from User Department.

iv. The payment will be done in the Escrow Account created by the Labour Commissioner's Office for this purpose. As soon as the payment is credited into this account, 1% of the Payment Value will be automatically deducted as a cess for the implementation of the welfare schemes for the unorganized workers and social schemes notified by the State Government. The balance amount will be credited into the Empanelled agency's bank account. Intimation about Status of this Transaction (Success/ Failure) will be provided electronically within 3 working days from date of transaction.

v. All payments to Empaneled Agency will be made subject to deduction of TDS (Tax deduction at Source) applicable to deployment of professionals as per the income Tax Act, 1961, and also applicable penalty & other taxes, if any, as per Government of India & Government of Maharashtra rules.

vi. It will be the bounden duty of the empanelled agency to regularly pay the deployed manpower their entitlements such as Monthly Salaries/ Wages/ Leave with Wages/ Paid Holidays/ Bonus/ ESIC / Medical Insurance/ Accidental Insurance/ EPF etc. (as applicable as per statutory obligations) and submit the proof thereof to User Department.

vii. In case the submission of monthly bills to the User Department by the Agency beyond 15 days from the last day of the month in which the manpower services have been provided, the entire liability towards payment of interest/penalty to the tax authorities would be borne by the respective Empaneled Agency; so that neither the User Department nor the Department is burdened unnecessarily with this amount/penalty etc. The entire amount will be deducted from the payment due to respective Empaneled Agency.

7. Penalties:

i. Any unjustified and unacceptable delay resulting from reasons attributable to the Empaneled Agency as per Work order will render the Empaneled Agency liable for liquidated damages at the rate as mentioned in the following sections.

ii. Penalty shall be applicable and processed as follows:

a. Post Award of the Work order, it shall be responsibility of Empaneled Agency to timely intimate User Department regarding any delay / issues for deployment of manpower as per Work Order issued to them.

b. On receipt of such information regarding any delay from Empaneled Agency, User Department may condone the delay and accept delayed deployment of manpower, or cancel the work order and request Department to issue the work to other Empanelled Agency.

c. On award of Work Order, if empaneled agency does not deploy any manpower within 30 days and said delay was not condoned by User Department, then said work order shall be cancelled with immediate effect. In such event, one default shall be earmarked against Empaneled Agency and penalty of 1% of said work order value shall be levied on Empaneled Agency.

d. Similarly, for any partial deployment by Empaneled Agency, which is not condoned by User Department, penalty will be imposed by User Department on Empanelled agency at the rate of 0.5% per day of the services not delivered. Such penalty shall be recovered by User Department from invoices payable to empaneled agency or by raising claims to Empaneled Agency.

e. Overall penalty for an Empanelment Agency subject to a maximum of 10% of the contract value, post which said contract shall be terminated by User Department.

f. If invoices amount does not suffice for penalty amount, then User department may request Department to take appropriate action.

iii. On three recurrences of default related to non-execution of work orders for reasons attributable to the Empaneled Agency, Department would be free to forfeit the defaulting Empaneled Agency’s Performance Bank Guarantees received against the affected work orders and/ or termination of the Contract provided Empaneled Agency fails to remedy such default in spite of 30 days’ written notice from User department to cure such default.

iv. Penalty amount recovered from Bank guarantee shall be recouped by Empaneled Agency within 15 days, failing which empanelment contract shall be terminated with immediate effect.

v. The Empanelled Agency shall not refuse to accept work order under any pretext. The selected Agency shall do the deployment of manpower within 30 working days / as per requirement of User Department, from the date of work order, failing which work order will stand cancelled and shall attract penalty.

vi. If the Empaneled Agency for reasons attributable to it is not able to deploy the manpower as per the terms and conditions of the work order, applicable penalty clause shall be invoked and Department may forfeit Security Deposit/Performance Bank Guarantee in full. Besides this Department reserves the right to take any legal action against the Empaneled Agency.

vii. Empaneled Agency needs to inform User Department and Department, 1(one) month [Work Order end date or 1 month, whichever is lesser] in advance before the deployed manpower will leave any ongoing project (under any circumstances). Failing this will lead to penalty of amount equal to one-month manpower’s Work Order value and 1 default shall be earmarked against Empaneled Agency.

8. **Online Grievance Redressal:**

The HRMS Portal shall have provision to raise Online Grievances which will be handled by a dedicated Support Team, which will be part of HRMS portal.

9. **Operational Points:**

i. The Empaneled Agency shall provide resumes of suitable resources against deployment of each type of resource to the concerned head of the User Department.

ii. Head of the Department / Officer of the User Department shall conduct interview if required and shortlist the resource/s.

iii. Once the resource is deployed, the respective representative of the User Department shall allocate the work to be done to respective resource/s and the resource shall report to the User department's officials for all work related purpose.

iv. The Empaneled agency shall deploy the manpower within 30 days (or within such additional time as may be allowed by the User Department) from the date of receipt of work order. Any additional deployment as requested by the User Department shall have to be met within 60 days (or within such additional time as may be allowed by the User Department) from the date of work order issued by the User Department.

v. Depending on the business requirement Empaneled agency can reshuffle / withdraw/replace the resource/s, with prior permission of User Department.

vi. Also, if resource is not found suitable for any reasons by the User Department, the User Department should report to agency to withdraw / replace the resource with due approval. The Empaneled agency shall withdraw / replace the respective resource after such approval of the concerned office.

vii. In case of misbehaviour / misconduct / malpractices / sexual harassment done by any of onsite deployed resource, Empaneled Agency shall immediately replace the resource involved in malpractice / misconduct / misbehaviour /sexual harassment, on intimation of same by User Department. Necessary legal action, as applicable, shall be initiated, for any misbehaviour / misconduct / malpractices / sexual harassment, by Empaneled Agency or User Department.

viii. The User Department shall pay the agreed man-month rate for the deployed resources to the Empaneled agency as per the payment terms stipulated in this RFP, failing which the Empaneled agency shall have right to withdraw the resources.

ix. Government Holidays will be applicable to the resources deployed by Empanelled agencies in Government Department / Semi-Government Department / Local Bodies/ Corporations/ Public Sector Organizations during the empanelment period.

x. In case of night shift work allotted to female employees, appropriate transport and other facilities, as per labour laws, shall be provided by Empanelled Agency.

10. Adding Type of Resource to existing Master List:

For type of resource not mentioned in the Annexure mentioned in clause 5.3 and Annexure 4 : Resource List of the Tender, following process would be adopted:

i. Department shall form a committee which will review all requests received on HRMS Portal from all the Empanelled agencies, for addition of new type of resource in the Master list in the Agreement every six months.

ii. The committee will shortlist the type of resource and their categories to be included in the Master List of Resources.

iii. The committee may then call for online submission of man month rates (Commercial Quote) against each of the type of resource shortlisted in point 2 above, from the agencies empanelled in concerned manpower category, in an encrypted manner using the HRMS Portal.

iv. The Committee may open the commercial quote and declare the L1 Rates for each of type of resource.

v. These type of resource may be then added in the Master List and an official communication shall be submitted to all the Empanelled Agencies User Departments regarding the addition of new type of resource.

vi. The Committee shall ensure that there is not more than 10% increase in 1 year, in the total count of type of resource in the Master List of Type of Resource in any manpower category under the scope of this tender.